

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)		Proposed Addition to [ ] Agency Information Security Program Handbook		STAT
FROM: [ ] Deputy Director of Information Services 1206 Ames Building		EXTENSION [ ]	NO. OIS 81-075/1	STAT
TO: (Officer designation, room number, and building)		DATE RECEIVED      FORWARDED	DATE 2 FEB 1981	STAT
1.	Chief, RMD		E	<p>1-2 Done, DIS comments on any problems? [ ]</p> <p>2-3 appropriate changes made to paras 18a &amp; 19b, and new version attached to our original memo.</p>
2.	Chief, RSB	2/2/81	[ ]	
3.	C/RMD	2/12/4	[ ]	
4.				
5.				
6.	C/RCD			
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15.				

81-075

27 JAN 1981

MEMORANDUM FOR: Chief, Regulations Control Division, OIS

VIA: Director of Information Services

FROM:

[redacted]  
Chief, Records Management Division, OIS

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SUBJECT: Proposed Addition to [redacted] Agency Information  
Security Program Handbook

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The attached is proposed Chapter VII of [redacted] newly titled  
"Questions, Classification Challenges, and Violations." The paragraphs on  
challenges and violations are required by sections 5-404(d) and 5-502 of  
Executive Order 12065 and, when approved, will be published in the  
Federal Register. In addition to the usual coordinators, we request  
that copies of the proposal be sent to the Office of Personnel Policy,  
Planning, and Management; the Office of Security; the Classification Review  
Division; and the Information and Privacy Division.

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Attachment

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2 FEB 1991

MEMORANDUM FOR: Chief, Records Management Division

FROM:

[REDACTED]

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Deputy Director of Information Services

SUBJECT:

Proposed Addition to [REDACTED] Agency Information  
Security Program Handbook

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REFERENCE:

Your memorandum to Chief, RCD dated 27 January 1981;  
Same Subject

Edgar:

1. Tom has reviewed the proposed addition to [REDACTED] Agency  
Information Security Program Handbook, and his comments are as follows:

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a. Within paragraph 18a, he is desirous of your including  
comments which would direct written inquiries regarding national  
security classification procedures or policy be addressed to the  
Director of Information Services with telephone inquiries being  
directed to RMD.

b. Within paragraph 19b, specific information should be  
included as to where the ASCO is located and therefore where  
he/she can be contacted.

2. Other than the above, it looks like a "Go" situation to RCD.  
We appreciate the opportunity to review this prior to going to RCD.

[REDACTED]

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INFORMATION AND RECORDS MANAGEMENT



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CHAPTER VII: QUESTIONS, CLASSIFICATION  
CHALLENGES, AND VIOLATIONS

18. QUESTIONS

Questions on any aspect of Executive Order 12065, its implementing directives, or this handbook should be handled in the following manner:

a. When there is a question on Agency national security classification procedures or policy, employees should seek an answer within their component, through their chain of command, or from the Agency component that has primary responsibility for the subject in question. If this is not practicable, if a satisfactory answer cannot be obtained, or if the question concerns the Agency's information security program in general, written inquiries should be addressed to the Director of Information Services; telephone inquiries may be directed to the Records Management Division, Office of Information Services (OIS), DDA.

b. Questions on the systematic review provisions of E.O. 12065 (see paragraph 15 above) should be referred to the Classification Review Division, OIS, DDA.

c. Employees with questions on the mandatory review provisions of E.O. 12065 (see paragraph 16 above) should first refer to HHB 70-1. If an answer cannot be

obtained from that handbook, guidance should be sought from the Information and Privacy Division, OIS, DDA.

d. Questions on safeguarding not answered by applicable security regulations (see paragraph 17 above) should be referred to the Policy and Plans Group, Office of Security, DDA.

#### 19. CLASSIFICATION CHALLENGES

When an employee has reasonable cause to believe Agency information has been classified unnecessarily, improperly (including improper markings), or for an inappropriate period, the employee has the right, and is encouraged, to challenge the classification.

a. Under normal circumstances a challenge should be informally directed to the classifier responsible for taking the classification action being questioned. If a satisfactory resolution is not reached or if the challenger does not wish to approach the classifier directly, the challenger may take the matter up through his or her chain of command to officials with appropriate classification authority.

b. In the event a challenge cannot be resolved within the chain of command or if the challenger wishes to remain anonymous, the matter should be referred formally to the Agency Security Classification Officer (ASCO), OIS by memorandum. (The information provided the ASCO must include (1) an explanation of the basis for the challenge, (2) a copy of all pertinent documents and a description of

any non-documentary material, (3) an account of any actions taken by the challenger to informally resolve the issue, and (4) a method of contact if the challenger wishes to remain anonymous and should not be contacted in his or her office.) The ASCO or designee then will take action on behalf of the challenger and, if the challenger desires, will ensure the challenger's identity is not revealed. If a determination cannot be made at this level, the ASCO will appeal the matter to the Information Review Committee for final resolution.

c. Action on any challenge will be taken within 30 days from receipt of the challenge and the challenger will be informed of the final determination.

d. In addition to the challenging procedures of this paragraph, employees may challenge classification decisions through the mandatory review provisions of E.O. 12065 (see paragraph 16 above).

## 20. VIOLATIONS

If as the result of a challenge, inspection, or other means, the ASCO has reason to believe a violation of E.O. 12065 or its implementing directives (including this handbook) has occurred, the ASCO will recommend corrective action to the appropriate Agency official.

a. When the violation is believed to be knowing and willful, the ASCO, in coordination with the responsible operating official or higher level official, and the

Office of General Counsel, as appropriate, may recommend the imposition of sanctions. Sanctions may include reprimand, termination of classification authority, suspension without pay, and termination of employment.

b. Safeguarding violations will be handled in accordance with applicable security regulations (see paragraph 17 above).